



2829 University Avenue SE, Suite 560  
Minneapolis, MN 55414-4202  
Phone: (651) 201-2730 Fax: (651) 201-2763  
TTY Relay: (800) 627-3529  
E-mail: [benha@state.mn.us](mailto:benha@state.mn.us)  
Web: [www.benha.state.mn.us](http://www.benha.state.mn.us)

## **Board Meeting**

### **Board Office, University Park Plaza**

**July 25, 2012**

## **MINUTES**

**Members Present:** Kyle Nordine, LNHA, Chair  
Jane Pederson, MD  
Robert Held, LNHA-DHS ex-officio  
Thomas Pollock, LNHA, Secretary-Treasurer  
James Birchem, LNHA, Vice-Chair  
Jennifer Pfeffer, LNHA  
Nancy Tuders, RN  
Ann Tagtmeyer, Public Member

**Members Absent:** Chandra Mehrotra, PhD, Public Member  
Darcy Miner-MDH ex-officio

**Staff:** Randy Snyder, Executive Director  
Jan Strum, Office Manager

### **I. CALL TO ORDER**

Chair, Kyle Nordine called the meeting to order at 10:38 a.m. Due to the strategic planning session, this meeting of the Board is limited to essential action items only.

### **II. ADDITIONS TO/APPROVAL OF AGENDA and BOARD MINUTES**

With no changes suggested, a motion to approve the agenda was made by Tom Pollock, second by Nancy Tuders, unanimous aye vote.

#### **A. Approval of April 25, 2012, Meeting Minutes**

Previously emailed minutes of the April 25, 2012, board meeting had no corrections or additions. Motion by Pollock to accept, second by Tuders, unanimous aye vote.

Jim Birchem was reappointed to the Board, Chris Rice has resigned leaving one Public Member slot open, and Ann Tagtmeyer will be reappointed per Randy Snyder's conversation with the Appointments Secretary at the Governor's office.

#### **B. Election of Officers**

Snyder asked for nominees for Chair. Jennifer Pfeffer nominated Kyle Nordine. No further nominees, second by Jim Birchem, unanimous aye vote.

Nordine called for nominees for Vice-Chair. Tom Pollock nominated Jim Birchem. No further nominees, second by Pfeffer, unanimous aye vote.

Nordine called for nominees for Secretary/Treasurer. Tuders nominated Pollock. No further nominees, second by Birchem, unanimous aye vote.

#### **C. License Renewal Summary**

Numbers of on-time renewals (782) and 74 non-renewals are in line with numbers from past years. The \$20 OET surcharge on each license was not charged to renewing administrators the first morning of renewals. The system was shut down as soon as it was made known to staff, problem quickly corrected by IT staff, and turned back on. The Executive Committee determined it would not request staff to bill the 52 affected licensees for the \$20 fee, but

rather pay it as the Board had for the past two years. One administrator of record was not renewed on time.

**D. AOR Delegation of Authority for fewer than 30 days & new MDH emphasis on immediate contact**

Several calls have come to the board from administrators regarding the new Department of Health emphasis on immediate contact of administrator in cases of vulnerable adult issues regarding their absences from the facility for vacations, etc. Darcy Miner was not at this meeting to give the MDH perspective on this issue. The board policy is that the administrator of record (AOR) is required to have a policy in place stating who will be in charge when they are not in the building. That delegation of authority is good for a thirty-day window. If the absence goes over 30 days, ie: medical leave/pregnancy, the administrator should consider the risk they want to take. This would be a good use of an interim administrator or 6-month acting permit. Discussion. Board rules say to notify the person in charge. Pollock made a motion to have Snyder send a letter to the Department of Health outlining the Board policy regarding absences of the administrator for fewer than 30 days, with delegated authority in place. Second by Tagtmeyer. Unanimous aye vote.

**III. EXECUTIVE DIRECTOR'S REPORT**

**A. 2012 Open Appointments**

One public member opening, with Rice departure from the board. Snyder asked for places to seek candidates. Discussion. Direct interested parties to contact Snyder.

August 29, 2012, Standards of Practice Committee meeting needs to be rescheduled. [Later in day, rescheduled to 10:00 am, Tuesday, Aug. 21, 2012.]

Education Committee reviewed a course review request and reaffirmed the decision of the Executive Director.

Lodging expense: July 25, 2012, Board meeting – Tuders

**XI. ADJOURNMENT of BUSINESS MEETING**

The next board meeting will be held on October 24, 2012. The meeting was adjourned at 11:02 a.m.